

## **SECTION 16.12 RETENTION POINTS (Non-Contract)**

**Last Update: 2/13**

### **A. Overview of Retention Points**

Retention points are the combination of an employee's length of service and performance credits. Employees receive one point for each month of covered service and one point for each month of covered service in which performance was rated as acceptable or better, or for which the employee's performance was not rated. No performance retention points are credited for months in which the employee's performance was documented as less than satisfactory.

The DAS director, at the request of the appointing authority, may approve specific exemptions from reduction in force where special skills or abilities are required and have been previously documented in the records of the department as essential for performance of the assigned job functions.

An employee with greater retention points who has received a rating of less than "meets expectations" on the most recent performance review given within the last 12 months, or who has a disciplinary suspension or demotion within the last 12 months, may be subject to reduction in force before the employee with the next lowest retention points, subject to approval of the DAS director.

### **B. Guidelines on Retention Points**

Non-contract covered employees are laid off in retention point order except as provided above. Retention points must be calculated for all employees in each non-contract covered class affected by layoff.

### **C. Retention Point Calculation**

The following are instructions for completing the Retention Point Calculation Worksheet ([CFN 552-0106](#)) (found in the forms section of this chapter).

1. Enter the employee's NAME, AGENCY, and LAYOFF/CURRENT CLASS TITLE in the spaces provided.
2. Enter the REDUCTION IN FORCE UNIT where the layoff will occur.
3. Enter the CUTOFF DATE established by the Appointing Authority after which retention points will not be credited.
4. Enter the employee's EMPLOYMENT DATE.
5. Enter the CURRENT JOB CLASS for the employee's position.
6. Enter in PREVIOUSLY HELD CLASSES all classes in which the employee has had probationary or permanent status. Where class title changes or series revisions may be involved, consult your personnel officer.

### **D. Determining Positions to Be Laid Off**

1. After establishing retention points for each person in the affected class, rank the employees by score from highest to lowest number of retention points.
2. Determine how many positions will be laid off. Starting at the bottom of the list, count up the list by the number of positions to be laid off, and draw a line above that number (layoff line).

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Employees below the lay off line should be notified of their impending layoff following approval of the plan. (See forms section of this chapter for sample letters.)